

## **Management Roles Assignment – 30 points**

\_\_\_\_\_ is looking to hire a new manager to improve the overall coordination of its Business' activities and your team was in charge of creating the Job Description and the Job Requirements for the position. The objectives of the assignment are as follows.

- 1.)** Create a Management Position that will coordinate one of the **Activities** performed by your Business. Explain why you chose to create a Management position for that Activity? **(Discuss the Activity in the Business, its importance to the business, and why a manager is needed)**
- 2.)** Write a Job Description for the position you created.
  - This should be in paragraph form **(At least 5 well written sentences)** giving an overview of the position. Then, highlight **at least 4** specific roles that are performed in the position.
- 3.)** Create the Job Requirements for the position you are going to fill. These requirements should revolve around the 4 Roles of a Manager we discussed and relate to the position you created. (You should have **at least 6 Job Requirements** that focus on the roles of a manager and what characteristics they should have.
  - **After listing the 6 job requirements, you need to include the Experience and Education needed for the position.**
- 4.)** Determine Salary and Benefits for the position. **(Make the Salary and Benefits realistic)**
  - Research what benefits are provided by businesses for their employees and possible wages (Hourly or Salary)
- 5.)** As a Manager what would you do keep the employees satisfied in their positions. Include **at least 4 ideas**, and they must be realistic for the business you are a part of.

6.) Create **5 Interview Questions** for potential respondents to your Management position. Each question will refer to **1 of the 5 elements** of Human Relations discussed in class to demonstrate to the hiring committee the person's ability to perform the 4 roles of a manager effectively in the workplace.

**\*\*The assignment must be submitted using your Student Gmail Account** (This will be discussed in class) You will send it as an attachment.

**\*To help create the Job Description, use the Characteristics of a leader that we discussed in class and from your own experience.**

**\*Use Examples from Careerbuilder.com or other online job postings for managers to help guide your Job Description. DO NOT COPY.**